

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Clerk-Recorder	(2) MEETING DATE 4/14/2015	(3) CONTACT/PHONE Tommy Gong 781-5080	
(4) SUBJECT Request to approve a FY 2014-15 contract with Kofile Preservation, Inc. in the amount of \$100,000 for restoration of Historical Official Record Books. All Districts.			
(5) RECOMMENDED ACTION It is recommended that your Board approve the contract with Kofile Preservation, Inc. and instruct chairperson to sign.			
(6) FUNDING SOURCE(S) Recorder's Restricted Revenue	(7) CURRENT YEAR FINANCIAL IMPACT \$100,000.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT { x } Consent { } Presentation { } Hearing (Time Est. ____) { } Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS { } Resolutions { x } Contracts { } Ordinances { } N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: { } 4/5 Vote Required { } N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? N/A	(16) AGENDA ITEM HISTORY { } N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW <i>Nikki J. Schmidt</i>			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Clerk-Recorder / Tommy Gong
781-5080

DATE: 4/14/2015

SUBJECT: Request to approve a FY 2014-15 contract with Kofile Preservation, Inc. in the amount of \$100,000 for restoration of Historical Official Record Books. All Districts.

RECOMMENDATION

It is recommended that your Board approve the contract with Kofile Preservation, Inc. and instruct chairperson to sign.

DISCUSSION

Official Record Book and their Indices, including Abandonments of Homesteads, Mining Records, Leases, and Military Discharges from 1862 to 1972 are maintained in large manuscript style books. These books are in serious disrepair and the information contained in them either does not exist in any other format or is in need of modernization. After restoration, the conversion of these records to images and microfilm will secure them against destruction as well as provide better access to these records by our staff and the public.

A project to restore these manuscript volumes and convert them to images and microfilm was approved and funding was allocated by your Board as part of the budget for FY 2014-15. Kofile Preservation, Inc was selected as the vendor of choice, based on cost, timing of the project completion and previous experience with similar projects.

OTHER AGENCY INVOLVEMENT/IMPACT

County Counsel has approved the agreement as to form and legal effect.

FINANCIAL CONSIDERATIONS

The total cost of the project will be approximately \$100,000 and is funded from the Recorder's Restricted Revenue.

RESULTS

- Restore, preserve and protect the manuscript books from damage
- Ensure replacement of records if books are destroyed by catastrophe

ATTACHMENTS

1. Contract with Kofile Preservation, Inc.